

## FORENSIC DATA COLLECTION KEY QUESTIONNAIRE

The following topics should be used to determine feasibility and prices for data collection. Please provide as much detail as possible in order to provide accurate estimates.

### ➤ General Scope Questions

1. Client Name (If Law firm, please also note law firm client name is available, for conflict check)
2. Civil or Criminal Case:
3. Number of custodians:
4. Data types of interest:
  - A. Email Data
  - B. Files Server Data
  - C. Workstation and Laptop
  - D. Backup Tapes / Media
5. Location of Data / city & Address
6. Are deleted files of interest?
7. Is the data encrypted or secured

### ➤ Other Miscellaneous Questions

1. Is there a centralized or administrative IT group or is each location administered by a different group?
2. Are the IT administrators familiar with the document retention and destruction procedures?
3. Are there any data ranges of interest?

### ➤ Email Server Data

1. What type of electronic mail server used?
  - A. Exchange
  - B. Lotus Domino
  - C. Group Wise
  - D. Other
2. Location of the mailboxes for relevant custodians? (server and physical locations)

3. What are the email server policies? (Deleted file retention settings)
4. Are there mailbox size limits? If yes, what are the limits?
5. Are there time limitations on how long the email is allowed to stay on the server? If so how long?
6. Do users archive their email? If yes, where? (Local computer, file serve share, etc.)
7. Email server backup method?

➤ **File Server Data**

1. What type of file servers are to be collected?
2. What operating system(s) are on the file servers?
3. Number of relevant file servers?
4. Do users have network home directories? Size limits?
5. Are network share folders utilized?
  - A. How are they organized? (department, job function, geography)
  - B. Are they accessible to all employees?
6. Do users have restricted permissions to view and edit data on the network?
7. File servers backup method?

➤ **Desktop, Laptop and PDA Data**

1. Number of desktops and laptops?
2. What operating system(s) are on the desktop(s) and Laptop(s)
3. What is the make and model of each desktop and laptop?
4. What is the average hard drive size for workstations and laptop?
5. Are the hard drives or data encrypted?
6. Is the data restricted to a specified location? (My Documents, Desktop, etc.)
7. Are PDAs or any portable storage devices used? (Blackberry, flash drives, external hard drives, etc.)
8. Is any data stored on personal or home computers?

➤ **Back-up Data**

1. Are backups done? If yes, what type?
  - A. Backup tapes
  - B. Dedicated backup server
  - C. Online data backups
2. Is backup data stored in house or offsite?
3. Is backup data stored in more than one location?